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கல்வி, உயர் கல்வி மற்றும் தொழிற் கல்வி அமைச்சு 'இசுருபாய்', பத்தரமுல்ல, இலங்கை.
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எனது இல. }
My Ref. }

ඔබේ යොමුව }
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Your Ref. }

දිනය } 01.02.2025
திகதி }
Date }

Circular No. :- 14/2025

To

All Provincial Chief Secretaries
All Provincial Secretaries of Education
All Provincial Directors of Education
All Zonal Directors of Education
All Divisional in Charge of Deputy/Assistant Directors of Education
All Principals

Government Nutrition Programme to Provide meals for school children

This circular covers the " Government Nutrition Programme for School Children " implemented for Grade 1-5 in all the government schools. It is mandatory that all programmes of external parties and institutions contributing or expected to be contributed and must be implemented in accordance with this circular, with the approval of the educational authorities under the programme to provide meals for school children . In addition, the amount of allocations reserved for the Government Nutrition Programme for school children by the Annual Budget shall be granted to the Nine Provincial Councils directly and separately by the Finance Commission and such allocations must be used to make payments to the suppliers in all the schools in which the said programme is operating without being classified as National Schools or provincial councils schools.

This circular is issued upon the consent of the Finance Commission and the Ministry of Health and Mass media whereas this circular is valid from 2025.01.01 onwards by exceeding the Circular No. 24/2023 dated 19.05.2023 and Circular No. (1) 24/2023 dated 07.03.2024 issued on the government nutrition programme for providing food to school children.

Theme of this Programme is " A Healthy and Active Generation of Children " and the goals of this programme are reducing nutritional problems among school students, increase daily school attendance, promoting good eating habits and health habits, contributing to improve educational achievement levels and rebuilding the local traditional food culture.

The implementation of the government nutrition programme to provide food to school children should be implemented from the first day of school in January of each year and the following measures should be followed for this.

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1. Responsibility for implementing the government's nutrition programme to provide food to school children at the national, provincial and zonal levels is assigned to the Health Promotion Committees, and these committees are involved in the implementation of the programme. Maintaining those committees actively and evaluating and regulating via them.

- 1.1. The Zonal Director of Education shall enter into the compulsory agreements with the School Development Society before 31st December of the previous year for the following year . (Annexure 01 and 01- I)
- 1.2. Providing 50% of the funds as an advance to the School Development Society of the the Schools with financial difficulties, needed for a period of one month and being settled such by the bills on the last month of food service for that year.
- 1.3. Introducing alternative methods for small schools with a minimum number of students such as 20 based on the necessity.
- 1.4. Appointing the Provincial and Zonal Coordinating Officers formal manner (Annexure 02) and forwarding those Information to the Provincial Chief Secretary and to the Director of Education of School Health and Nutrition Branch under the Ministry of Education, Higher Education and Vocational Education.
- 1.5. Ensure the regulation/supervision of the government nutrition programme that provides meals for school children, at least once per school term . (Annexure 03)
- 1.6. Properly maintain and implement documents relevant to the government's nutrition programme for providing meals to school children and assigning specific responsibilities for implementation, regulation and evaluation.

2. Selection of schools for the government nutrition programme is done as follows to provide meals to school children:

- 2.1. Total number of students in schools with less than 100 students - if a school has been approved from the beginning, it should be remained as such even if the current student population exceeds limit of 100.
- 2.2. Students from Grades 1 to 5 in all the other schools.
- 2.3. All students in special education units or special education schools.
- 2.4. Lay students of selected Pirivenas - including ordained/clergy students based on necessity.
- 2.5. Students from Grades 6 to 13 - Taking necessary steps based on the nutritional status and necessity of the Ministry of Education, Higher Education and Vocational Education. If programmes are planned by well-wishers/sponsors at the provincial level, information on the same should be forwarded to the School Health and Nutrition Branch of the Ministry of Education, Higher Education and Vocational Education.

3. Providing meals at school level

3.1 Time for providing food

Since surveys have revealed that many students come to school without having breakfast, and since breakfast is the most important meal of the day, special attention should be paid

to the timing of the providing this meal. It is also important that breakfast must be a balanced meal for daily educational activities. Accordingly, food should be provided within the first hour of the opening of school, hence in between 7.30 am - 8.30 am. If the daily meal time is changed for special reasons, prior approval should be obtained from the Zonal Director of Education. In case of the time is changed only on a special day, it is sufficient to keep a log entry in this regard by the principal.

3.2 Responsibility to provide Meal –Accordingly, following responsibilities are transferred to the School Development Society.

- 3.2.1 a) Entering to an agreement with the Zonal Director of Education before starting the programme at the beginning of the year. (Annexure 01)
b) Public Health inspector's Report relevant to the place where meal is prepared should be attached with it (Annexure 04)
- 3.2.2 Maintaining records properly on number of students under the food programme, information on food distribution, and information on aid materials and money received.
- 3.2.3 Food preparation should be carried out by a specifically identified team, either inside or outside the school, and records should be maintained on the health status of the team so deployed.
- 3.2.4 If food preparation is done within the school, information must be available about the people who are used for that purpose, and if it is done outside of the school, proper procedures must be followed and sub agreements must be signed. (Annexure 01- I) - For this, individuals or must be working with organizations such as parents' circles, women's organizations, rural development societies, etc. as needed. Sending copies of the sub agreements to the Zonal Director of Education.
- 3.2.5 To ensure the quality and health safety of the meals provided to students, a single caterer should be limited to provide food to a maximum of 200 students only, whether in a single school or multiple schools.
- 3.2.6 Prepare and implement plans for daily regulatory procedures.

4. The Food Committee should be actively functioning in every school and the Food Committee should ensure the safety of food. In terms of the Ministry of Education's Circular No.35/2015 in relation to the operation of school canteens, the School Food Committee, as a sub-committee of the School Development Society, should be chaired by the Principal or a Deputy Principal nominated by the Principal and its composition should be as follows.

4.1. Composition

- 4.1.1. Principal/Deputy Principal (Committee Head)
- 4.1.2. Teacher in charge of the school health promotion programme
- 4.1.3. Another teacher
- 4.1.4. Public Health Inspector of the area where the school is located
- 4.1.5. A member of the school health student club

- 4.1.6. A member of the environmental corps team
- 4.1.7. A representative of the Alumni/ Old Boys' Association
- 4.1.8. A representative of the School Development Association
- 4.1.9. Head Prefect or other prefect
- 4.1.10. A member of a school consumer circle

The committee should consist of a minimum of six members from the above along with the head of the committee. It is preferable to include the Public Health Inspector in the committee, otherwise the advice and guidance of the Public Health Inspector must be sought at least once every three months compulsorily.

4.2. School Food Committee is expected to carry out the following activities.

- 4.2.1. Daily monitoring of meal distribution. (Annexure 05)
- 4.2.2. Ensuring food safety.
- 4.2.3. Not allowing the addition of chemicals to food such as unhealthy high oil, high salt, high sugar, artificial flavors and colors.
- 4.2.4. Being refrained from promoting foods that are prohibited from use as per the Circular on school canteens.
- 4.2.5. Investigate the quality of water and sanitation facilities and ensure proper facilities are provided.

5. Ensuring the appropriateness of the food preparation location, preparation process, and distribution process .

- 5.1. Inspecting food preparation methods inside the school or outside, place where food is prepared, the place where ingredients are stored, and obtaining the report of the Public Health Inspector prior to sign the Agreement. (Annexure 04)
- 5.2. Assuring the health safety at least once for 06 months after examining on food preparation.
- 5.3. Assuring the health safety at least once for 06 months after examining on the hygiene of the food preparation by food committee and Health Promotion Committee. (Annexure 15)
- 5.4. Providing a training at the beginning of the year on Food Providing Programme and maintaining the hygiene of food for monitoring officers under the food programme and for those who have been deployed under the food providing activity in collaboration with the relevant Zonal Education Office and Medical Officer of Health and keeping records of those who received the training. (Annex 06)
- 5.5. Using healthy and recommended kitchen utensils for meal preparing process.
- 5.6. Under the guidance of the class teacher, deploying students in the relevant Grades as much as possible for the food distribution activity and at the occasions when it is impossible, distribution of foods by the food providers and neither parents nor external parties should be used for such deviating by this.

- 5.7. After the consumption of foods, washing and cleaning of the utensils and food containers used for the distribution of foods must be carried out by the food suppliers.
- 5.8. Doing waste management properly.

6. Properly maintaining information relevant to the government's nutrition programme for providing meals to school children

6.1. Basic information

- 6.1.1. Providing accurate student enumerating information before the start of the programme. Obtaining the approval by the Chief Secretary of the province via Provincial Director of Education or by an officer who has been authorized in writing by him. (Annexure 07) It is mandatory that copies thereof must be forwarded to the School Health and Nutrition Branch of the Ministry of Education, Higher Education and Vocational Education.
- 6.1.2. In case of the admission of students to Grade 1 is delayed, the Grade 1 students' information must be updated and submitted later, and this work must be completed before payments are made in the first month of the year.
- 6.1.3. (i) Preparing and maintaining a daily attendance report (based on the class register) and a report on the nutritional status of the students (Annexure 08) once a school term and shall include the information introduced in the system related to this programme by the Ministry of Education, Higher Education and Vocational Education.
(ii) The school shall submit information on daily attendance, nutritional status, and educational achievement levels to the zonal offices annually and entering the information introduced in relation to this programme into the system.
(iii) Preparing summary reports at the zonal and provincial levels and submit them to the Finance Commission and the School Health and Nutrition Branch of the Ministry of Education, Higher Education and Vocational Education.
- 6.1.4. The school shall maintain information on the name, address, and health status on an ongoing basis in respect of the persons who prepare food. In cases where food is prepared outside the school under the sub contract, their bank account details shall also be maintained in addition to the above information and forwarded to the relevant departments.

6.2. Financial information

- 6.2.1. School should present the Monthly Expenditure Report to Zonal Education Office before the 5th day of each month. (Annexure 09)
- 6.2.2. Before the 10th day of each month, the Zonal Education Office shall certify the expenditure related to Provincial Schools and National Schools, provide the money for monthly expenditure to the School Development Society or to the subcontracted food suppliers with the agreement of the School Development

- Society, and submit the summarized monthly expenditure reports to the Provincial Director of Education with a copy to the Provincial Chief Secretary.(Annexure 10)
- 6.2.3. Monthly expenditure reports shall be prepared by the Provincial Department of Education and must be referred to the Provincial Chief Secretary through the Provincial Ministry of Education, on or before the 15th day of each month by the Provincial Department of Education. A copy of the report shall be sent by the Provincial Chief Secretary to the School Health and Nutrition Branch of the Ministry of Education, Higher Education and Vocational Education, and to the Secretaries of the Ministries in charge of the Provincial Councils, and to the Secretary of the Finance Commission, to the Director General, National Budget Department, and to the Director General, Department of Treasury Operations. (Annexure 11)
 - 6.2.4. Relevant officials at the education zone level should enter the monthly expenditure reports relevant to schools into the information system related to this programme and the relevant official of the Provincial Department of Education should verify its accuracy.

7. Proper delegation of responsibilities and accountability

- 7.1. Implementing the government nutrition programme to provide food to school children through the School Development Society of each school and maintaining relevant information.
- 7.2. Maintaining the Food Committee actively upon regulating and maintaining records on the government's nutrition programme for providing food to school children.
- 7.3. Designation of a teacher in charge of the government nutrition programme for providing food to school children at the school level and proper maintenance of information relevant to the programme.
- 7.4. i. Appointing a Deputy/Assistant Director of Education in charge of the programme at the education zone level and assuming responsibility for the coordination, regulation and supervision of the programme.
ii. Appointment of officers one per 10 schools to assist in the continuous evaluation work, at the Zonal Education level. (Annexure 12)
- 7.5. Maintaining a file of monthly expenditure reports submitted by the school to the Zonal Education Office and Maintaining accurate records of payments after payments are made.
- 7.6. The Deputy/Assistant Director of Education in charge of the government nutrition program for providing food to school children appointed at the Provincial and Zonal levels shall properly monitor, evaluate and coordinate the programme.
- 7.7. Appointment of a Development Officer/Management Services Officer to support the school meal programme at the Zonal and Provincial levels.
- 7.8. The Divisional Deputy/Assistant Director of Education shall monitor the feeding programme during school supervision and submit regulatory reports to the Zonal Director of Education once a school term. Appointing a Development Officer/Management Services Officer to facilitate continuous regulatory work at the Divisional level. Collecting and maintaining information related to the programme at the Divisional level.

- 7.9. Monitoring the government's nutrition programme for providing meals to school children, during external monitoring activities carried out at the Provincial and Zonal levels.
- 7.10. Programme is regulated, evaluated and coordinated at the national level under the responsibility of the Director of Education, School Health and Nutrition Branch of the Ministry of Education, Higher Education and Vocational Education.
- 7.11. Responsibility and accountability of each level of officials should be provided in writing to the relevant officials as included in the instructions of the government nutrition programme for providing food to school children.

8. Providing quality and quantity of meals to meet the daily energy (calorie) and nutritional needs of school-age children.

- 8.1. Plan and provide meals to meet 1/3 of the daily calorie and nutrient requirements of the population.
- 8.2. In cases where recommendations are received from the Ministry of Health and Mass Media and the Ministry of Education, Higher Education and Vocational Education, steps will be taken to use rice or other food ingredients that have been authorized for school meals. In such cases, the Department of Census and Statistics will inform the financial value to be deducted from the amount allocated for daily meals for each student based on the prices calculated for food items.
- 8.3. According to the summary of food recipes provided by the Ministry of Education, Higher Education and Vocational Education (Annexure 13-1) on the recommendations of the Ministry of Health and Mass Media. In the event that there is an officer who has been properly trained in the preparation of school meal recipes, meal recipes can be changed based on local needs and it is the recommendation of the School Meals Committee and Obtaining the approval of the Zonal Director of Education. Keeping log entries on food recipes that include information over the types of foods and nutritional qualities at such occasions.
- 8.4. Alternative food recipes (Annex 13-11) and information on food types (Annex 13-111) Using the school food committee's meal plan summary included in Annexure 13-1 , prepare food recipes for the following week on Friday of each week and provide them to the food suppliers, and provide guidance on displaying those food recipes at the class level.
- 8.5. Not promoting foods that contain high levels of oil, high levels of salt, high levels of sugar, artificial flavors, and artificial colors that are harmful to health.
- 8.6. Implementation of the Programme in accordance with the provisions of the Food Act No. 26 of 1980 and the Consumer Affairs Act No. 09 of 2003 and its provisions.
- 8.7. Every school during the first two months of the year Obtain the Public Health Inspector's Report (Annexure 14) confirming the safety of the relevant food and ensure that the status is up-to-date at least once every six months.
- 8.8. Maintaining regulatory records at class level on the types of food provided daily.
- 8.9. Ensuring the quantity and quality of the daily meals before providing them to the students.

9. Expenditure of Credit

The Department of Census and Statistics recommends the daily meal amount of allowance per student to the Ministry of Education, Higher Education and Vocational Education based on prevailing food prices. Accordingly, the fixed amount is decided every year and the Ministry of Education, Higher Education and Vocational Education makes aware the relevant stakeholders about the daily meal allowance per student in accordance with the amount of ingredients received as donations by various countries and (Local/international) institutions and the amount reserved per single daily meal prior to beginning of each year .

- 9.1. After signing agreements at the beginning of the year, 50% of the monthly expenses required for the school's food programme is provided as an advance to the School Development Society of schools which have financial difficulties.
- 9.2. Reimbursement of expenses to the School Development Society after submitting monthly expense reports to the Zonal Education Office and reimbursement of the advance in the last month of the year.
- 9.3. Making 100% of total payments in cases where daily attendance is 90% or more and 90% of total payments in cases where daily attendance is 89% or lesser than this. (In cases where the Ministry of Education, Higher Education and Vocational Education has restricted the attendance of students to a certain maximum for some reason, and if the caterers have been informed in advance, the daily attendance should be calculated in relation to the number of students approved to attend the school at that time.)
- 9.4. It is mandatory to provide food according to the prescribed meal plans and payment should not be made on days when food is not provided.

10. Maintaining the information system up to date

- 10.1 A method for entering relevant information has been introduced by the Ministry of Education, Higher Education and Vocational Education on the provision of meals for school children under government's nutrition programme.
- 10.2 Entering data correctly in relation to the Government Food Providing Programme is related to the government's nutrition program to provide meals to school children, to the information system introduced by the teachers who have been assigned the responsibility or the Data officers who have been appointed at school level in order to maintain the information.
- 10.3 For the school children by the officers who have been appointed at the zonal level in order to maintain the information Information and with the assistance of the officer responsible for the government nutrition program for providing food to school children, will verify the accuracy of the data entered at the school level and entering the necessary data thereto.
- 10.4 The appointed officer to maintain information at provincial level and with the assistance of the officer responsible for the government nutrition program for providing food to school children, verify the accuracy of the information entered in their respective provinces, enter the necessary data and prepare reports.

10.5 Information collected by the officers of the Data Management Branch with the assistance of the officer of the School Health and Nutrition Branch are verified for the accuracy of data entered into the system and preparing reports and forwarding them to the relevant departments.

11. The school must properly maintain the following documents in relation to the government nutrition program for providing meals to school children.

- 11.1. School Development Society Agreements and Sub-Agreements
- 11.2. Monthly financial reports
- 11.3. Nutritional status report
- 11.4. Officers' Monitoring Notebook
- 11.5. Public Health Inspectors' Monitoring Notebook
- 11.6. School Food Committee Reports
- 11.7. Class level notes on daily food provision
- 11.8. Reports on the quality and quantity of daily food
- 11.9. Reports on donations of materials or equipment received by the school

12. Programmes to uplift nutritional states of Schools Children and Schools community.

- 12.1. In planning the programs, the Ministry of Health and Mass Media, universities (Faculties of Medicine, Faculties of Agriculture and Obtaining technical assistance from government institutions such as the Faculty of Nutrition), Ministry of Agriculture, Livestock, Lands and Irrigation, Department of Ayurveda, National Institute of Education
- 12.2. In order to obtain the financial and technical assistance for the implementation of the programme, Support from international organizations are sought such as by the World Health Organization, the United Nations World Food Program, the Food and Agriculture Organization of the United Nations, and related non-governmental organizations and the coordination and record keeping shall be carried out by Ministry of Education, Higher Education and Vocational Education in this regard.
- 12.3. In implementing school level programs, the Office of the Medical Officer of Health and Local agriculture, livestock Products, obtaining resource contributions from institutions such as health and Ayurveda.
- 12.4. Special nutrition programmes for school children are implemented through School Health Promotion Committees in every school term.
- 12.5. Special nutrition programs for school teachers and parents in every school are implemented simultaneously with the teacher-parent meetings in each and every term.

13. Conducting Progress Reviews Meetings

Progress review meetings of the government's nutrition programme for providing food to school children should be held at regular intervals at the school, zonal, provincial and national levels.

13.1. School level -

Conducting a progress review meeting of the food distribution program once a school term under the leadership of the principal and forwarding the report to the Zonal Education Office. Including the government nutrition programme for providing food to school children as an item of the agenda of the School Development Society meeting and taking necessary actions.

13.2. Zone level -

Conducting the progress review meeting of the government nutrition programme to provide food to school children once a school term under the leadership of the Zonal Director of Education and forwarding the report to the Provincial Director of Education and Provincial Secretary of Education.

13.3. Provincial level -

Conducting the progress review meeting of the government nutrition programme to provide food to school children once a school term under the leadership of the Provincial Chief Secretary and forwarding the report to the Secretary of the Ministry of Education, Higher Education and Vocational Education and the Secretary of the Finance Commission.

13.4. National level -

Conducting a progress review meeting of the government nutrition programme to provide food to school children once a school term under the leadership of the Secretary to the Ministry of Education, Higher Education and Vocational Education and forwarding the report to the Food Security Technical Committee and other relevant departments.

13.5. Conducting special meetings - conducted as needed and making aware the relevant parties.

13.6. Food Safety Committee Representation -Participation of a representative at the relevant level in the Food Safety Committee held at the national, district, zonal, and village levels and providing relevant information on the government's nutrition programme to provide food for school children.

14. Research and conducting studies

Government spends a lot of money on the government's nutrition programme to provide meals to school children, and it is mandatory to conduct annual studies at the zonal, provincial and national levels on as to how the program's objectives are being achieved. Information should be disclosed in relation to the following areas therein:

14.1 Student demographics - school admission, attendance, and dropout

14.2 Education Competence Level – Grade 5 Results , G.C.E. (Ordinary Level)

14.3 Nutrition Condition - Proper nutrition, stunting, wasting, overweight, obesity, anemia in possible cases

14.4 Schools Health Promotions Certifications Status (Accreditation)- Bronze , Silver , Gold

14.5 Water and sanitation facilities - quality and quantity

14.6 In food Safety

15. Implementation of the "Home Grown School Feeding Programme" for the Sustainable Existence of the food programme.

- 15.1 Collecting information on Regional Food Manufacturers.
- 15.2 Filing Information on quantities and prices of agricultural and animal products in terms of the food type.
- 15.3 Information on abundance and scarcity of foods contained in recommended food menus.
- 15.4 Application of food production methods and practices.
- 15.5 Implementation of the programmes upon the ability to cultivate home gardens and maintain farms.
- 15.6 Obtaining the multi-sectoral cooperation in order to maintain the School Nutrition Programme uninterruptedly by being coordinated with the multi-sectoral Committee on Rural economic revitalization, food safety and nutrition including the Grama Niladhari of the division where school is located.
- 15.7 Obtaining the assistance from donors and well-wishers formal manner in order to supply infrastructure facilities, equipment and other resources required for the more successful implementation of the programme.

16. Obtaining support from external parties

Information in relation to obtain the sponsorship must be presented to the Ministry of Education, Higher Education and Vocational Education and Provincial Chief Secretary and Provincial Secretary of Education without delay. In addition, details on such must be entered in to the data base introduced by the Ministry. It should also be ensured not to be doubling entries. Further, the relevant information should be submitted to the Secretary of the Secretary of the Ministry of Education, Higher Education and Vocational Education.

- 16.1 Sponsorship at the school level - Obtaining information by Zonal Director of Education
- 16.2 Sponsorship at the zonal level - Obtaining approval from the Provincial Director of Education
- 16.3 Sponsorship at the provincial level - Obtaining the approval from Provincial Chief Secretary
- 16.4 Sponsorship at the National level - Obtaining the approval from the Secretary of Education, Higher Education and Vocational Education

Information on the sponsorship should be submitted to the Secretary of the Ministry of Education, Higher Education and Vocational Education, the Provincial Chief Secretary, and the Provincial Education Secretary without delay for their information. In any such case, there should be no promotion of products or use of institutions that are harmful to health.

Information about the institutions providing sponsorship and the nature of the sponsorship should be included in the zonal, provincial and national level information system and should be response not to duplicate it. Also, the School Development Society is responsible for any government nutrition program to provide food to school children carried out at the school level.

17. Acting in cases Food Materials are Received as Donations.

- 17.1 Food Giving Food items are provided as donations from various parties to the programme. In some cases, approved deductions should be made from the amount paid for a daily meal and payments should be made.
- 17.2 For the government's nutrition program to provide meals for school children Directly Schools To promote donations received from external parties on an ongoing basis and to obtain the advice and approval of the Secretary to the Ministry of Education, Higher Education and Vocational Education/Provincial Chief Secretary in this regard.
- 17.3 Properly maintain stock books on receipt, issue and use of food items and reporting.

18. Implementation of support programmes

It is expected that the government's nutrition programme for providing food to school children shall be integrated and implemented with the following programmes implemented for the development of the healthy well-being of school students.

- 18.1 Schools Health Promotions Programme
- 18.2 Schools Canteen Programm
- 18.3 Schools Water and Sanitation Programme

Necessary guidance for the implementation of this programme is contained in the Government Nutrition Programme Guidelines for Providing Food to School Children and should be followed accordingly.

Nalaka Kaluwewe
Secretary

Ministry of Education, Higher Education and Vocational Education

Copies: - Secretary to the President
Secretary to the Prime Minister
Secretary - Ministry of Finance, Planning and Economic Development
Secretary - Ministry of Public Administration, Provincial Councils and Local Government
Secretary - Ministry of Health and Mass Media
Secretary - Ministry of Agriculture, Livestock, Lands and Irrigation
Secretary - Ministry of Rural Development, Social Security and Community Empowerment
Secretary - Finance Commission
Auditor General
Ayurvedic Commissioner - Department of Ayurveda
Director General - National Institute of Education
Chief Secretaries of all Provincial Councils
All District Secretaries
Staff Officers in charge of all branches of the Ministry of Education, Higher Education and Vocational Education

The Programme for Providing Food for School Children

The Agreement in between the School Development Society and Zonal Educational Office - 20.....

I(Name & N.I.C) residing at hereby agree before the Principal ofSchool to follow the given actions in relation to providing foods according to the prescribed menu on time subject to the conditions below mentioned fornumber of students in Grade/Grades..... of theSchool ofDivision ofEducational Zone of theProvince the Programme of Providing Food to School Children implemented by the Ministry of Education, Higher Education and Vocational Education

Grade	Name,address & Contact number of the School Development Association	Number of students after excluding the names of students who have been absent during more than 03 months in last year(Scheduled to be provided with Food)	Details on Nutritional Conditions		
			Stunting	Wasting	With proper Nutritional Level
1					
2					
3					

Conditions:

1. Assisting to food providing and distributing activities of the Students in between 7.30am-8.30am
2. Providing Food being strictly adhered to the given menu and providing 01 eggs per week.
3. Paying fullest attention to the food hygiene and nutritional level of the foods.
4. Providing food according to the prescribed quantity.
5. Preparing food in healthy manner by following health safety measures.
6. Providing food throughout the Year 20.....
7. Being certified over the quality and quantity in the foods available in the prescribed menu provided on each and every day
8. Submitting the expenditure details, relevant documents and vouchers of each month before 05th of the following month, to the Zonal Education Office
9. Obtaining a food safety report by Public Health Inspector on the health condition in the food once a four month and If there is any matters availed in respect of providing foods, such should be notified to the Zonal Education Office.
10. Maintaining the files relevant to the Food Providing Programme must be carried out in authentic manner (I make the Zonal Director of Education aware in case of Food Supplier is revised.
11. Encouraging students to wash their hands with soap before and after having foods.

Recommendation by the Public Health Inspector (PHI)

I hereby certify that the location where food is expected to supply by the food supplier called as....., has been examined by me and recommend that the location is suited to supply foods for School Children.

.....
Public Health Inspector
Official Stamp

Date

Signature of Principal
(President of School Development Society/
President of School Health Promotion Committee)

Signature of Zonal Director of
Education.

Evidences: 1(Secretary of School Development Society)
2 (Treasurer of School Development Society)

The Programme for Providing Food for School Children

The Agreement in between the School Principal and Meal Provider - 20.....

I(Name & N.I.C) residing at
 (Address) hereby agree
 before the Zonal Director of Education(Zone) to follow the given actions
 in relation to provide foods according to the prescribed menu on time subject to the conditions below
 mentioned for number of students in Grade/Grades..... of the
 (School)School of
Division ofEducational Zone of the
 Province under the Food Providing Programme for School Children implemented by the
 Ministry of Education, Higher Education and Vocational Education

Conditions

1. Assisting to food providing and distributing activities of the Students in between 7.30am-8.30am
2. Providing Food being strictly adhered to the given menu and providing 02 eggs per week.
3. Paying fullest attention to the food hygiene and nutritional level of the foods.
4. Providing food according to the prescribed quantity.
5. Preparing food in healthy manner by following health safety measures.
6. Providing food throughout the Year 20.....
7. Submitting the expenditure details, relevant documents and vouchers of each month before 05th of the following month, to the Zonal Education Office
8. Obtaining a food safety report by Public Health Inspector on the health condition in the food once a four month and If there is any matters availed in respect of providing foods, such should be notified to the Zonal Education Office.
9. Maintaining the files relevant to the Food Providing Programme must be carried out in authentic manner (make the Zonal Director of Education aware in case of Food Supplier is revised.
10. Encouraging students to wash their hands with soap before and after having foods.

Date -
 Signature of the Supplier Signature & Official Stamp of the Principal

Witnesses 1. / (By a Teacher)
 2. (By a Committee Member of a School Development Society)

Recommendation by the Public Health Inspector (PHI)

I hereby certify that the location where food is expected to supply by the food supplier called as....., has been examined by me and recommend that the location is suited to supply foods for School Children.

.....
 Public Health Inspector

Official Stamp

Recommendation by the Divisional Director of Education

.....
 Divisional Director of Education (Official Stamp)

.....
 Recommendation by the D.D.E/A.D, officer in Charge of the Food Programme.

.....
 Official Stamp of the D.D.E/A.D, officer in Charge of the Food Programme

.....
 Approval by the Zonal Director of Education

.....
 Official Stamp of the Zonal Director of Education

Programme of Providing Food to School Children- 20.....

Appointing Provincial/Zonal Coordinating Officers

I am pleased to inform you that,(Name) who is serving under the.....Provincial Department of Education/ Zonal Director of Education, have been appointed as a Coordinating Officer under Nutritional Programme being implemented for the School Children in your School.....

Further, your special attention should be drawn to examine whether the following fields are implemented authentically during the monitoring of this programme.

- Accuracy of the statistics of school children.
- Providing Foods according to the menu prescribed.
- Providing Foods as per the scheduled time.
- Washing hands regularly by the children before and after having the meal.
- Maintaining the documents that should be updated by the school relevant to the Programme.
- Confirming the quantity and quality in the rations provided
- Keeping on the school environment in healthy manner.
- Promoting the good food habits and health habits among school children.
- Adequacy of the sanitary and water facilities/cleanliness and utilizing those and maintaining.
- Waste Disposal Methodologies.

Further, it is mandatory during the monitoring of this programme that examining whether aforementioned fields are being functioned properly, Planning for monitoring the programme, holding progress review meetings and keeping records thereof, assisting to prepare financial progress reports and preparing the reports up to date and referring them to the relevant divisions and it is your responsibility that providing necessary instructions and guidelines in order to proceed the programme in authentic manner, providing the details to the Provincial Director of Education and relevant Divisions on the prevailing conditions, submission of the Zonal/ Provincial Monitoring Reports once per each School Term, to submit the Summary Report on the Financial Progress to the Ministry of Education, Higher Education and Vocational Education on or before 20th of each month and taking necessary actions to include all the relevant details of the Nutritional Programme in to the Health Promotion Data Base respectively.

.....
Zonal /Provincial Director of Education

Date :

Spot Investigation Specimen for Public Health Inspectors

1. Name of the Food Supplier :
2. Personal Address :
3. National Identity Card Number : 4. Contact No :

Part 1. –Location & Environment	Condition
1.1 Suitability of the Location for the Business	Suitable. / Not Suitable.
1.2 Cleanliness of the Surrounding & beauty	Satisfactory. /Dissatisfactory.
1.3 Uncleaned Conditions	No. / Yes.
1.4 Dogs,Cats and other animals	No. / Yes.
1.5 Smoke or other unfriendly conditions	No. / Yes.
Part 2. - Building	Condition
2.1 Nature of the Building	Permanent/ Temporary
2.2 Capacity	Adequate/Not Adequate.
2.3 Natural Light & Air	Adequate/Not Adequate.
2.4 Floor Furnishing	Good. / Satisfactory. /Dissatisfactory.
2.5 Wall Furnishing	Good. / Satisfactory. /Dissatisfactory
2.6 Ceiling Furnishing	Good. / Satisfactory. /Dissatisfactory
2.7 Vulnerable conditions for Employees	Yes. / No.
Part 3. – Food Preparing Spot	Condition
3.1 General Cleanliness	Good. / Satisfactory. /Dissatisfactory.
3.2 Cleanliness Safety Methods	Good. / Satisfactory. /Dissatisfactory.
3.3 Flies, ants, cockroaches,rats and other vector insects	Yes. / No.
3.4 Floor Maintenance	Good. / Satisfactory. /Dissatisfactory.
3.5 Wall Maintenance	Good. / Satisfactory. /Dissatisfactory.
3.6 Ceiling Maintenance	Good. / Satisfactory. /Dissatisfactory.
3.7 Cleaning on Daily Basis	Doing. /Not Doing.
3.8 Vulnerability of an uncleanliness due to the lavatories or toilets	Yes. / No.
3.9 Adequate Number of Dustbins with Top Covers	Yes. / No
3.10 Unnecessary Materials such as empty boxes/sacks ..etc.	Yes. / No
3.11 Cleaning Equipment / Materials	Yes. / No
3.12 Badsmelling	Yes. / No
3.13 Streaming the polluted water through gutters openly or being collected here and there	Yes. / No.
3.14 Using this spot for irrelevant activities	Doing. /Not Doing.
3.15 Using separate pieces of wood/knives for cutting food items	Doing. /Not Doing.
3.16 Cleanliness of the Cooking equipment	Satisfactory. / Poor.
3.17 Spot Plan For the Process	Suitable. / Not Suitable.
3.18 Natural Lights & Air	Adequate./Not Adequate.
3.19 Housekeeping	Good. / Satisfactory. /Dissatisfactory.
3.20 Supplying water for different activities appropriately	Yes. / No.
3.21 Using Food Safety Measures	Good. / Satisfactory. /Poor.

Part 4. – Food Storing	Condition
4.1 Stores Facilities & Housekeeping	Good. / Satisfactory. /Poor
4.2 Storing Raw Materials	Good. / Satisfactory. /Poor
4.3 Storing Cooked food/half cooked food/processed food	Good. / Satisfactory. /Poor
4.4 Storing Foods at the prescribed temperature	Yes / No.
4.5 Storing Foods in the Refrigerators or Deep freezers	Satisfactory. /Poor
4.6 Protective measures on being uncleaned during food storing	Good. / Satisfactory. /Poor
Part 5. - Water Supplying	Condition
5.1 Water Resources	Assured. /Not Assured.
5.2 Method of storing water	Satisfactory. /Dissatisfactory.
5.3 Water Sample Reports (Bacterial ,Chemical)	Yes. / No.
Part 6 - Waste Management	Condition
6.1 Providing adequate number of dustbins with Top covers	Yes. / No.
6.2 Covering the each dustbin with a Top Cover regularly	Yes. / No.
6.3 Cleanliness and Maintenance of the dustbins	Satisfactory. /Dissatisfactory
6.4 Waste Management	Doing. /Not Doing.
6.5 Final Waste Releasing	Healthy. /Unhealthy.
6.6 Management of the Polluted Water	Healthy. /Unhealthy.
Part 7 - Health condition & training of the Food Making Staff/Cooks..etc.	Condition
7.1 Personal Cleanliness	Good / Satisfactory /Poor
7.2 Using safety dresses	Good / Satisfactory /Poor
7.3 Spreading Diseases/ Skin Diseases	Yes/ No
7.4 Good Health Habits	Following/Not Following
7.5 Maintaining Health/Medical Reports for the Employees	Good / Satisfactory /Poor
7.6 Maintaining Reports on health improvement training of the Employees	Good / Satisfactory /Poor

Observations & Suggestions by the Officers

Date	Matter Identified	Name of the officer investigated by

Officers attended for the monitoring in the event of choosing the food preparing locations for school children

Sequential Number	Name	Post	Signature
1			
2			
3			

The Programme for Providing Foods for School Children- 20....

..... **Monthly Financial Progress Report**

Zonal Education Office.....

Name of the School

Total Number of Students Relevant.....

Number of Students as 90%

Payments:

ii Total Number of Students x Rs.110 =

iii Total Number of Students x Rs. 110 =

1. i Paying as 90% in the event of the presence of Total Number of children below 89% =

ii Paying as 100% in the event of the presence of Total Number of children above 90% =

[illegible]

31										
Total										

I hereby certify that regular food rations have been provided as prescribed according to the Menu on each day together with 02 eggs per week and such have also been included in to the documents and this is also prepared in accordance with the said recordings.

.....

Signature of the Principal

.....

Date

.....

Treasurer of the School Development Society

Recommendation

Approval

Certification of the Expenditures

The Food Providing Programme for School Children - 20....
Monthly Summary Financial Expenditure Report
(Please mention the expenditure as per the relevant month.)

Education Zone: -

Month:-

[illegible]

I hereby certify that aforementioned facts are true and accurate.

.....
D.D.E./A.D.E. (Nutrition)

.....
Zonal Director of Education

.....
Zonal Accountant

The Food Providing Programme for School Children - 20....
Provincial Monthly Summary Financial Expenditure Report
(Please mention the expenditure as per the relevant month.)

Province: -

Month: -

[illegible]

I hereby certify that afirementioned facts are true and accurate.

.....
Provincial Director of Education

.....
Chief Accountant

Date:.....

Date:.....

The Food Providing Programme for School Children - 20.... Appointment of the Monitoring Officers

I am pleased to inform you that you, Mr./Mrs./Ms
serving attached to the Educational Zone ofhave been
appointed as a Monitoring Officer under the Nutritious Food Programme being implemented for the
School Children

The schools that are assigned under your purview to monitor the programme :-

- | | |
|----|-----|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

In addition, special attention should be drawn whether following fields are being functioned properly during the monitoring of this programme.

- Accuracy of the Number of Students
- Providing food according to the given menu
- Providing Milk in the prescribed volume
- Providing Food/Milk at the prescribed time
- Washing hands before and after having the Food/Milk
- Maintaining the documents that should be carried out by the School relevant to the Programme
- Assuring the quality and and quantity in the rations/volume of milk given
- Keeping the school environment cleanly and helthy manner
- Promotion of the good food habit among the children
- Adequacy and cleanliness of the sanitary facilities/water resources and using & maintaining of them.
- Waste Disposal Methods

Further.it is your responsibility during the monitoring of this programme to examine whether aforementioned fields are being functioned properly and providing necessary instructions and guidelines in order to move forward this programme and providing details on the prevailing conditions to the Zonal Director of Education and to the relevant Divisions.

.....
Provincial Director of Education

Date :

The Programme for Providing Food for School Children- 20.....
Monitoring Report of the Officers

Month :-

Name of the officer :-

Provincial Department / Education Office: -.....

School Term	Date	Recommendations and Observations					
		Maintaining of Files	Accuracy of the Student details	Giving Meals (As per Menus/ Quantity/ Quality)	Healthy condition of School Environment / Promotion of Health Habits	Availability of Sanitary and Water Facilities / Utilization/ Maintaining those	Instructions given to the Principal

Signature of the Officer: -

Official Stamp

Date :

The Programme for Providing Food for School Children- 20.....
Report on providing of meals-Daily report- 20....

Grade:

No. of Students in the Register:

Month:

Date	Daily Attendance	Food Menu given	Washing hands with soap before and after the meal	Quality of the Meal (Whether Satisfactory)	Quantity of Meals (Yes /No)	Signature of the Teacher	Name of the Supervising Officer	Remarks of the Supervising Officer (Health or Education)	Signature

No. of days the due menus were not given:-

Reason:-

The Programme for Providing Food for School Children- 20....
Report on the persons participated for the training programs about maintaining the safety of meals - 20....

Province -

Zone -

No. of Schools wherein the meal program is implemented -

S/N	School	School Census Number	Date of training	Details of the person who received training		
				Name	Address	Telephone Number

Date -

Signature of the Zonal Director of Education -

The Programme for Providing Food for School Children- 20....
Details of the Number of Students - 20....

Province:

District:

Education Zone:

Name of the Officer in charge of the Nutrition Program:

Telephone Number:

S/N	Census Number	Name of the School																									Name of the Monitoring Officer			
			1		2		3		4		5		6		7		8		9		10		11		12		13		Total	
			F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M		
Total																														

Signature of Zonal Director of Education

Signature of Provincial Director of Education

Date -

Date -

The Programme for Providing Food for School Children- 20.....
Report on the Nutrition Status of the Students - 20.....

Name of the School:

Grade:

[illegible]

The Programme for Providing Food for School Children- 20.....
Report on the healthy condition of meals to be filled by the Public Health Inspector - 20.....

Name of the School:-

Name of Contractor	Cleanliness of the place where meals are prepared	Condition of the Meals	Availability of a Healthy Environment Yes/No	Recommendations

Date checked: -

Name and Signature:-

The Programme for Providing Food for School Children- 20.....

Summary of Food Menu for five week days

Date	Food Menu	Quantity before cooking	Quantity after cooking
Day 01	<ul style="list-style-type: none"> • Rice • Dhal • Vegetable • Green Leaves • Fish • Local Fruit 	75\$100g 20 g 30 g 30 g 30 g 50 g	1 1\$2 - 2 1\$2 Cups 2 Table Spoons 2 Table Spoons 2 Table Spoons 2 Match Boxes Size A piece, few fruits
Day 02	<ul style="list-style-type: none"> • Rice • Dhal • Vegetable • Green Leaves • Egg • Local Fruit 	75\$100g 20 g 30 g 30 g 50 g 50 g	1 1\$2 - 2 1\$2 Cups 2 Table Spoons 2 Table Spoons 2 Table Spoons 1 A piece, few fruits
Day 03	<ul style="list-style-type: none"> • Rice • Dhal • Vegetable • Green Leaves • Sprats/Dry Fish • Local Fruit 	75\$100g 20 g 30 g 30 g 20 g 50 g	1 1\$2 - 2 1\$2 Cups 2 Table Spoons 2 Table Spoons 2 Table Spoons About 10 A piece, few fruits
Day 04	<ul style="list-style-type: none"> • Rice • Dhal • Vegetable • Green Leaves • Meat/Egg/Sprats • Local Fruit 	75\$100g 20 g 30 g 30 g 30 g/50g/20g 50 g	1 1\$2 - 2 1\$2 Cups 2 Table Spoons 2 Table Spoons 2 Table Spoons 2 pieces of 1 inch size/1/about 10 A piece, few fruits
Day 05	<ul style="list-style-type: none"> • Rice • Dhal • Vegetable • Green Leaves • Fish/Egg/Dry fish • Local Fruit 	75\$100g 20 g 30 g 30 g 30 g/50g/20g 50 g	1 1\$2 - 2 1\$2 Cups 2 Table Spoons 2 Table Spoons 2 Table Spoons 2 Match Boxes Size/1 A piece, few fruits

Annex 13-II

The Programme for Providing Food for School Children- 20.....

Suitable Alternative Menus

Day	Menu 01	Menu 02	Menu 03
Day 01	Rice" Tempered Dhal Curry, Vegetable Curry (Cooked in Milk)" Mellum" Fish \$ Cannned Fish \$ Fresh Water Fish \$Sea Food" Meat Curry and Any Fruit	Vegetables and Murunga or Mixed Fried Rice with Tempered Kathurumurunga Kola, Tempered Dhal Curry, Fish Curry and any fruit.	Tomato Rice, Tempered Dhal Curry, Tempered Kankun, Fish / Canned Fish / Freshwater Fish, Sea foods, Meat Curry and any fruit
Day 02	Rice" Tempered Green gram Curry" Vegetable Curry" Mellum or Gotukola \$ Asamodagam Kola \$ Anguna Kola\$ Passion Kola Sambola, Boiled Eggs and Any Fruit or Curd	Kaha Bath, Dhal Curry, Vegetable Curry, Vegetable Salad, Tempered Mugunuwenna, Kankun or Gotukola Sambal, Boiled Eggs and any fruit.	Fried Rice, Kadala/Dhal Curry, Vegetable Curry, Vegetable Salad, Tempered Mugunuwenna, Kankun or Gotukola Sambal, Boiled Eggs and any fruit.
Day 03	Rice, Dhal with Sambaru, 2 Vegetables and Green Leave (Brinjol, Beans, Murunga, Pumpkin, Watana, Long Beans, Carrot), Sprats, Kunisso, Pol Mellum, Pappadam and any fruit.	Dosa(Mixture of Rice flour, Undu and Kollu), Kadala with Sambaru, 2 vegetables with a leafy vegetable,(Brinjol, Drumsticks/Morringa, Pumpkin,Watatna, Long beans, Carrot), Sprats, Kunisso, Pappadam, Any fruit	Rice, Kadala/Cowpee curry,Two vegetables and a leafy vegetable(Carrot, cabbage,Ladies fingers, Watana, long beans,Brinjol) Sprats/Koonisso, Coconut sambol, Pappadam, Any fruit
Day 04	Rice, Green gram curry, Brinjol / Ladies fingers / Alu Kesel / Cabbage / Tempered Keselmuwa and Dried fish, Mixed Green Leaves and any fruit.	Rice, Dhal Curry, Dried Fish, Mixed Vegetable Curry, Pala Mellum and any Fruit OR Green gram mixed milk rice/Milk rice, meat/fish curry, mixed vegetable curry,Wadai, Any fruit	Rice, Cowpee Curry,Fish/Boiled egg, Mixed vegetable curry, Mixed green leaves malluma ,Any fruit
Day 05	Yellow rice, Dhal curry, Vegetable mixed curry, Mixed green leaves malluma, Egg/Meat, Any fruit	Rice, Green Gram, Mixed vegetable curry, Mixed green leaves malluma, Boiled egg, Any fruit	Rice,Green gram,Mixed vegetable curry, Mixed green leaves malluma Boiled egg, Any fruit

Annex 13-III

Food Menus in Detail

Ingredients of the Menu	Varies types usable
Vegetables	Ladies fingers, Long Bean, Beans, Dambala, Pumpkin, Carrot, Beet, Radish, Snake gourd, Alu Kesel, Keselmuwa, Awara, Cabbage, Drumsticks, Capsicum, Knol-khol, Brinjol, Cucumber, Jak, Bread fruit, Polos, Manioc, Sweet potato and any locally available vegetable.
Green Leaves	Kathurumurunga Kola, Murunga Kola, Mugunuwenna, Gotukola, Kankun, Rabu Kola, Knol-khol kola, Wattakka Dalu, Beet Kola, Sarana, Thampala, Niwithi Kola, Magngnokka Kola, Anguna Kola, Mella Kola, Mixed Green Leaves, Passion Kola, Siyambala Kola, Japan Batu Kola, Bathala Kola and any locally available green leave.
Fish Freshwater Fish, Sea Fish, River Fish, Dried Fish, Saman (Canned Fish) Meat can be used instead of fish.	Freshwater Fish, Sea Fish, River Fish, Dried Fish, Saman (Canned Fish) Chicken
Fruits	1 Banana, 1 Slice of Pineapple, 1 Small Guava, Large Piece of Papaw, 1 Large piece of Water Melon, 5 or more Veralu, A piece of Dragon Fruit, 5 or more Nelli, 5 or more Uguressa, 5 Jambu, 1 or piece of Kamaranga, Mango or any locally available fruit
Coconut	Average size 01 coconut for 10 children
Coconut Oil	1/4 bottle (200ml) of coconut oil for 10 children

The Programme for Providing Food for School Children 2025
MARKING SCHEME

FOOD SAFETY RISK ASSESSMENT CHECKLIST

Note: Marks are allocated considering a perfect scenario.

Keep clean					
1.1. Hand washing and personal hygiene					Method of the marks allocation
Before food preparation					
Running tap water	Yes/ No				3/0 = 3
Water taken from a basin	Yes/ No				1/0 = 1
Soap or Liquid hand wash	Yes/ No				4/0 = 4
Wipe with cleaned towel	Yes/ No				1/0 = 1
If “yes”, cleanliness of the towel;	Clean/ Dirty				2/0 = 2
During food preparation					
	Poor	Fairly safe	Moderately safe	Safe	Poor = 0, Fairly safe =1, Moderately safe =2, Safe =3
After going to toilet				X	3
After blowing nose/ sneezing/ coughing				X	3
After handling raw foods				X	3
Before filling cooked foods to containers	Yes	No			1/0 = 1
If “yes”, rate the scale				X	3
1.2. Cleanliness and health condition of the food preparer					
Wearing clean cloths	Yes	No			1/-1 = 1
If “yes”, rate the cleanliness				X	3
Cleaned hands/ finger nails (trimmed nails)	Yes	No			1/0 = 1

Health condition of the food preparer					
Suffering from illnesses If “yes”, select the type of bad health condition					Yes/ No cough/ cold/ sneezing/ vomiting/ diarrhea -1 will be given for each symptom
Having skin rashes/ wounds in hands If yes, properly covering wounds at the time of food handling					Yes/ No Yes/ No -2 / +1 = 1 1/0
Wearing accessories (watches, hand jewelry, etc.) while preparing food					Yes/ No 0/1 = 1
Misbehavior practices					
Smoking					-0.5/0 = 0
Spitting					-0.5/0 = 0
Eating					-0.5/0 = 0
Touching nose					-0.5/0 = 0
Sneezing towards foods					-0.5/0 = 0
Chewing betel					-0.5/0 = 0
1.3. Wearing clean personal protective clothes					
	Apron	Face mask	Gloves	Hair caps	Apron = 0.5, Face mask = 0.5, Gloves = 0.5, Hair caps = 0.5
During Food Preparation (from the step of raw material cleaning to finished cooking)	X	X	X	X	2
During Packing cooked food	X	X	X	X	2
	Poor	Average	Good	Very good	Poor = 0, Average =1, Good =2, Very good =3
Overall cleanliness of protective cloths				X	3
Total marks for the Personal Hygiene					

1.4. Cleanliness of kitchen and cooking/eating utensils					
Cleanliness of kitchen:					
	Poor	Fairly safe	Moderately safe	Safe	Poor = 0, Fairly safe =0.25, Moderately safe =0.5, Safe =1
Condition of the Ceiling				X	1
Wall				X	1
Floor				X	1
Tables				X	1
Pantry/bench top				X	1
Sink/ washing area				X	1
Cooking area (gas cooker/ fire place)				X	1
Drying racks				X	1
Insects and pests in food preparation area ; Yes/No Flies <input type="checkbox"/> Geckos <input type="checkbox"/> Cockroaches <input type="checkbox"/> Pet animals <input type="checkbox"/>					Flies = (-3)/0, Geckos = (-1)/0, Cockroaches = (-2)/0, Pet animals = (-1)/0 0
Kitchen is properly covered	Yes	No			1/0 = 1
Use of rubbish bins for waste disposal	Yes	No			1/0 = 1
If “yes”, Rubbish bins are properly covered	Yes	No			2/0 = 2
Distance from food preparation area to the waste disposal				X	3
Rubbish removed regularly	Yes	No			1/0 = 1
Space	Adequate	Inadequate			1/0 = 1
Aeration	Adequate	Inadequate			1/0 = 1
Lighting	Adequate	Inadequate			1/0 = 1

Cleanliness of cooking utensils																																
Material of cooking utensils																																
					Wood				Aluminum				Stainless steel				Clay				Plastic											
Pots					(0)				(-1)				(1)				(2) X				(0)											
Spoons					(2) X				(-1)				(1)				(0)				(1)											
Knives					(0)				(-1)				(1)				(0)				(0)											
Basins					(0)				(-1)				(2) X				(0)				(1)											
Cutting board					(2) X				(-1)				(0)				(0)				(1)											
Lids					(0)				(-1)				(1)				(2) X				(0)											
Cleanliness and hygienically handling of equipment and utensils:																																
		Before cooking								During cooking								After cooking														
		Cleanliness				Hygienically handling				Cleanliness				Hygienically handling				Cleanliness					Hygienically handling									
Poor = 0, Fairly safe =0.25, Moderately safe =0.5, Safe =1		0	0.25	0.5	1	0	0.25	0.5	1	0	0.25	0.5	1	0	0.25	0.5	1	0	0.25	0.5	1	0	0.25	0.5	1							
Pots and Sauce pan					X				X				X				X				X				X							
Baskets					X				X				X				X				X				X							
Spoons					X				X				X				X				X				X							
Knives					X				X				X				X				X				X							
Cutting board					X				X				X				X				X				X							
					5				5				5				5				5				5							
Use of disinfectants (dish washing liquids, soap) to clean food preparation utensils Yes/No																					4/0 = 4											
					Poor				Fairly safe				Moderately safe				Safe				Poor = 0, Fairly safe =0.25, Moderately safe =0.5, Safe =1											
Leave dishes to air dry/ wipe with a tissue or clean cloth																	X				1											
Storing quality of food handling utensils (properly stored in racks / pantries/ etc.)																	X				1											
1.5. Prepared food storage																																
Cleanliness of stored area													X				1															
Contamination with dust, animal residues etc.													X				1															
Access to rodents, flies, birds, pet animals													X				1															
Total marks for the cleanliness of the food preparation area																																

2. Separate Raw and Cook			
2.1. Separate storage for raw foods and cooked foods			
Separate area/racks are maintained to store raw materials	Yes	No	2/0 = 2
Raw and cooked food are separately stored in the refrigerator	Yes	No	4/0 = 4
Possible any cross contamination	Yes	No	(-5)/5= 5
2.2. Use of separate equipment and utensils to prepare/handle different food items			
Separate knives, cutting boards are used to handle different raw food	Yes	No	2/0 = 2
Bowls, boxes used to store raw materials are separated from cooked food	Yes	No	2/0 = 2
2.3. Storage of leftovers			
Availability of leftovers after serving food to children	Yes	No	0/1 = 1
If “yes”, reuse of leftovers	Yes	No	1/0
If leftovers are reused, Mix with newly prepared food	Yes	No	(-5)/5
Storage method (specify) ; Cooked rice Cooked vegetables Cooked leafy vegetables Eggs			
Total marks for the Cross Contamination			

3. Cook thoroughly						
3.1. Cooking temperatures of different food items						
	Rice	Vegetables	Leafy vegetables	Eggs		
Cooking Temperature (°C)	≥70	≥70	A	71.1		
Total cooking period (min/hr)	30	30	C	D		
Undercooked (Yes/ No)					(-1/0)	
Cooked enough (Yes/ No)	X	X	X	X	(1/0) = 1 for each, so in total = 4	
Overcooked (Yes/ No)					(-1/0)	
3.2. Reheating of pre-cooked food						
Reheating of precooked food: Yes/ No If “yes”,					1/0 = 0	
Reheated food	Rice	Vegetables	Leafy vegetables	Eggs		
Temperature before reheat (°C)	A	A	A	A		
Reheat Temperature (°C)	B	B	B	B		
Reheat time duration (min/hr)	C	C	C	C		
3.3. Colour/appearance of food after cooking						
	Poor (0)	Fairly safe	Moderately safe	Safe	Poor = 0, Fairly safe =1, Moderately safe =2, Safe =3	
Rice				X		
Vegetables				X		
Leafy vegetables				X		
Eggs				X		
All uncooked salads, fresh fruits & vegetables etc. are freshly prepared to the extent possible yes/ no						
Total marks for Cook thoroughly						

4. Keep food at safer temperature							
4.1. Time gap between cooking and serving							
From Caterer home to the School:							
Transporting duration							
By 10 min	Yes/No						3
10 – 30 min	Yes/No						2
30 min – 1 hr	Yes/No						1
Mode of transportation							
Private	Yes/No						
Public	Yes/No						
By foot	Yes/No						
Other (please specify):							
4.2. Keeping temperature of cooked food until serving							
Use of warmers/ warm containers to retain the temperature of food						Yes/No	2/0 =2
Containers are opened only before the serving of food to children						Yes/No	3/0 =3
Cooked food is not left at room temperature for more than 2 hours						Yes/No	3/0 =3
4.3. Refrigeration of cooked food and perishables until they are served							
Refrigeration is used to store food until they serve to children			Yes/ No				1/0 = 0
If “yes”,							
Duration of refrigeration		Type of food (cooked/ raw)					
	Cooked rice	Cooked vegetables	Cooked leafy vegetables	Eggs (boiled)	Fruits		
Less than 30 min	(3)	(3)	(3)	(3)	(3)		0
30 min – 1 hr	(2)	(2)	(2)	(2)	(2)		0
More than 1 hr	(1)	(1)	(1)	(1)	(1)		0
Temperature of the refrigerator maintained below 5°C						Yes/ No	1/-1 = 1
4.3.1. Heating of refrigerated food							
Refrigerated foods are heated before serving						Yes/ No	1/0 = 0
If yes, temperature to which, foods are being heated							
	Temperature		Time duration of heating food				
Rice	A		A				
Vegetables	B		B				
Leafy vegetables	C		C				

Eggs	D	D				
Total marks for Storage & Transport before Serving						
5. Use safe water and raw materials						
5.1. The source of water used in food preparation, raw material washing, hand washing and to wash food preparation utensils						
Please put a tick mark (√) in a relevant cell.						
Source of water	Tap lines	Tube wells	Wells	Other nearby water streams	Other source (specify)	Tap lines = 3, Tube wells = 3, Wells = 2, Other nearby water streams = 1
Hand washing	X					3
Food preparation						
Washing food preparation utensils	X					3
Raw material washing	X					3
Food preparation	X					3
	Poor	Fairly safe	Moderately safe	Safe		Poor = 0, Fairly safe =1, Moderately safe =2, Safe =3
Drinking quality and safety				X		3
	Poor	Fairly safe	Moderately safe	Safe		Poor = 0, Fairly safe =0.25, Moderately safe =0.5, Safe =1
Adequate supply				X		1
5.2. The source/purchase/supply of raw materials						
Source of raw materials	Rice	Vegetables	Leafy vegetables	Fruits	Eggs	Home grown/ school = 1, Market = 0.5
Home grown	X	X	X	X	X	1 * 5 = 5
Market						0
Other (specify)						0

						Very good = 0.5, Good = 0.25, Average = 0.125, Poor = 0
Cleanliness of the raw material purchasing place	Very good Good Average Poor	Very good Good Average Poor	Very good Good Average Poor	Very good Good Average Poor	Very good Good Average Poor	0.5 *5 = 2.5
						Very good = 1, Good = 0.5, Average = 0.25, Poor = 0
Cleanliness and Visual quality of raw materials	Very good Good Average Poor	Very good Good Average Poor	Very good Good Average Poor	Very good Good Average Poor	Very good Good Average Poor	1*5 = 5
5.3. Sorting of raw materials done or not and methods followed						
Sorting of raw material practiced;						
Discolored Rice grains are removed before storing/ cooking	Yes		No			
Mature and immature fruits and vegetables are separated from each other	Yes		No			
Insect and pest damaged/ injured fruits, vegetables and leafy vegetables are discarded	Yes		No		1/ (-1) = 1	
Cracked eggs are checks before storing	Yes		No		1/ (-1) = 1	
Other (specify)						
5.4. Cleaning of raw materials done or not and methods followed						
Cleaning of raw materials? Yes/ No If “yes”, please indicate following criteria with Yes/ No.						3/-3 = 3
	Rice	Vegetables	Leafy vegetables	Fruits		
Washing with water Running water (2) Water in a basin (1)	X	X	X	X	2*4 = 8	

Use of salt or vinegar when washing Yes (1) No (0)	N/A	X	X	X	$1*3 = \mathbf{3}$
Extent of mud, sand and debris removal by washing Yes (2) No (0)	X	X	X	X	$2*4 = \mathbf{8}$

Washing after cutting fruits and vegetables	Yes	No	$-1/1 = \mathbf{1}$
Cleaning of eggs before boiling/ frying	Yes	No	$-2/2 = \mathbf{2}$
Proper removal of debris on the outer surface of the shell	Yes	No	$2/-2 = \mathbf{2}$
Washing eggs after peeling	Yes	No	$1/0 = \mathbf{1}$
If yes, use of clean water to wash the peeled eggs	Yes	No	$2/-2 = \mathbf{2}$
Total marks for Raw materials, Ingredients, and Water			

5.5. Storage of raw materials (method, storage period, storage temperature etc.)						
Please put a tick mark (√) in a relevant cell.						
a) Storage method	Rice	Vegetables	Leafy vegetables	Fruits	Eggs	
Boxes	(3) X	(2) X	(2) X	(2) X	(2) X	
Bags	(1)	(1)	(1)	(1)	(1)	
Plastic barrels	(2)	(0)	(0)	(0)	(0)	
Plastic buckets	(2)	(2)	(2)	(2)	(2)	
	3	3	3	3	3	3*5= 15
b) Storage period						
Less than 1 week	(4) X	(4) X	(4) X	(4) X	(4) X	4*5 = 20
1 – 2 weeks	(4)	(1)	(1)	(1)	(3)	
2 – 4 weeks	(2)	(0)	(0)	(0)	(1)	
More than 04 weeks	(1)	(0)	(0)	(0)	(-1)	

c) Storage temperature (Room temperature: RT)						
Less than RT	(1)	(3) X	(3) X	(3) X	(3) X	3*4 = 12
Higher than RT	(-1)	(-1)	(-1)	(-1)	(-1)	0
RT	(3) X	(2)	(2)	(2)	(2)	3
5.6. Water storage method/place before using in food preparation						
Water is stored before using in food preparation	Yes		No			1/0
If “yes”, please indicate the place of storage						Clay containers = 2, Plastic Cans = 1, Aluminum Vessels = (-1)
Plastic Cans	Yes		No			
Clay containers	Yes		No			
Aluminum Vessels	Yes		No			
Other (please specify)	Yes		No			
Total marks for the Storage						
6. Serving food for children						
6.1. Food handler wearing clean personal protective clothes						
Wearing clean cloths	Yes		No			1/-1 = 1
	Apron	Face mask	Gloves	Hair caps		Apron = 0.5, Face mask = 0.5, Gloves = 0.5, Hair caps = 0.5
If yes, please circle appropriate protective cloth/s	X	X	X	X		2
	Poor	Average	Good	Very good		Poor = 0, Average =1, Good =2, Very good =3
Overall cleanliness of protective cloths				X		3
6.2. Handling of cooked food						
	Poor	Fairly safe	Moderately safe	Safe		Poor = 0, Fairly safe =1, Moderately safe =2, Safe =3
Washing hands before serving food				X		3
	Poor	Fairly safe	Moderately safe	Safe		Poor = 0, Fairly safe =0.25, Moderately safe =0.5, Safe =1
Use of clean clothes (serviettes) to handle utensils				X		1
Total marks for the Personal Hygiene during food serving						

6.3. Use of proper utensils to serve the food					
Material of storage containers					
Rice					
Vegetables					
Leafy vegetables					
Eggs					
	Poor	Average	Good	Very good	Poor = 0, Average =1, Good =2, Very good =3
Cleanliness of spoons/ cutlery items used in serving				X	3
Cleanliness of plates/ lunch boxes of children				X	3
6.4. Cleanliness of the utensils after serving food					
	Poor	Average	Good	Very good	Poor = 0, Average =1, Good =2, Very good =3
Cleanliness of utensils after serving food				X	3
6.5. Serving temperature of cooked food					
Foods are served hot Yes/ No					2/0 = 2
If not, do they heat up to 70 °C or above before serving Yes/ No					1/0
Temperature of each food just before serving					
	Temperature				
Rice	60 °C < T ; If Yes (2) If not (0)				
Vegetables	X < T ; If Yes (2) If not (0)				
Leafy vegetables	X < T ; If Yes (2) If not (0)				
Eggs	X < T ; If Yes (2) If not (0)				
Total marks for the Location Hygiene during Serving					
Total marks of the whole checklist under perfect scenario					

Revealed Situation

Poor 0- 24	Acceptable 25-49	Good 50-74	Very Good 75-100
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